



Job Announcement

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Opening Date:	January 12, 2007	Closing Date:	January 26, 2007
Job Title:	District Court Clerk I - Civil	Position Type:	Contractual Full Time
PIN:	CN1103	FLSA Status:	Non-Exempt
Location:	District 11, Frederick County Frederick, Maryland	Salary:	\$ 12.46 per hour

If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.

Essential functions: Work involves specialized clerical work and/or cashiering functions involving civil court proceedings. Greets and assists the public, police, attorneys and court personnel; responds to inquiries regarding the proper completion of various court related forms and provides information regarding court policies and procedures; prepares case files and ensures all necessary documents are complete and accurate in accordance with established court procedures; enters new cases and updates existing case information into the District Court's data systems; receives, opens, sorts and distributes mail to the appropriate section of the court; and other duties as assigned.

Education: High school diploma or GED.

Experience: Two years of general clerical work experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) or resumes and cover letter stating position title, location and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.